

# 3 STEPS

to send a parcel via  
OX Point box equipped  
with a label printer



## 1. FILL IN THE DETAILS ONLINE

Go to **balikovna.cz/poslat-balik** or use the **Balíkovna mobile app**, fill in the shipping details, pay by card, and **write the posting code on the parcel**. Then drop it off via OX Point box equipped with a label printer. You can find the list of these boxes at **www.balikovna.cz**. You can also use an OX Point Box to send parcels with items sold on **aukro** or **Vinted**!



## 2. PRINT THE LABEL DIRECTLY FROM THE BOX

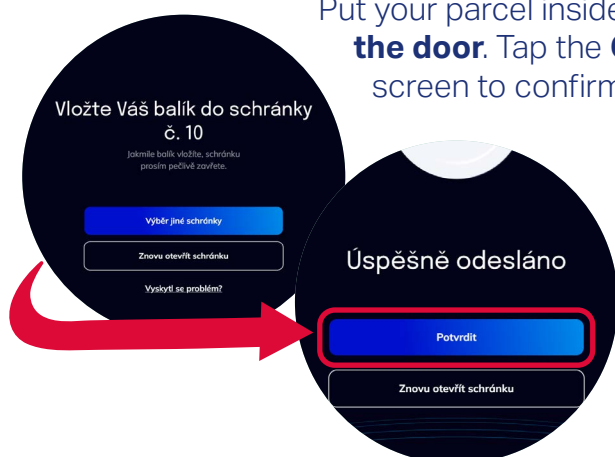
On the OX Point box home screen, select the **SEND PARCEL** service, then tap **I DON'T HAVE A PRINTED LABEL**. After entering the posting code, the box will print a self-adhesive address label. **Stick it on the parcel according to the instructions on the screen**. Scan the barcode on the printed address label.

## 3. PLACE THE PARCEL IN THE LOCKER AND CLOSE IT

Once your parcel is verified, a free locker will open.

Put your parcel inside and **don't forget to close the door**. Tap the **CONFIRM** button on the next screen to confirm the shipment.

A summary of the shipment will be sent to you via email.

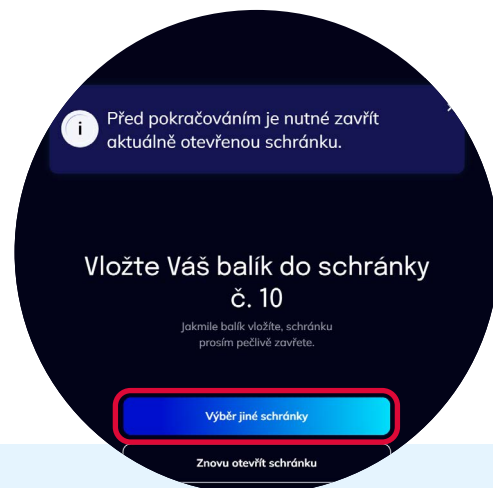
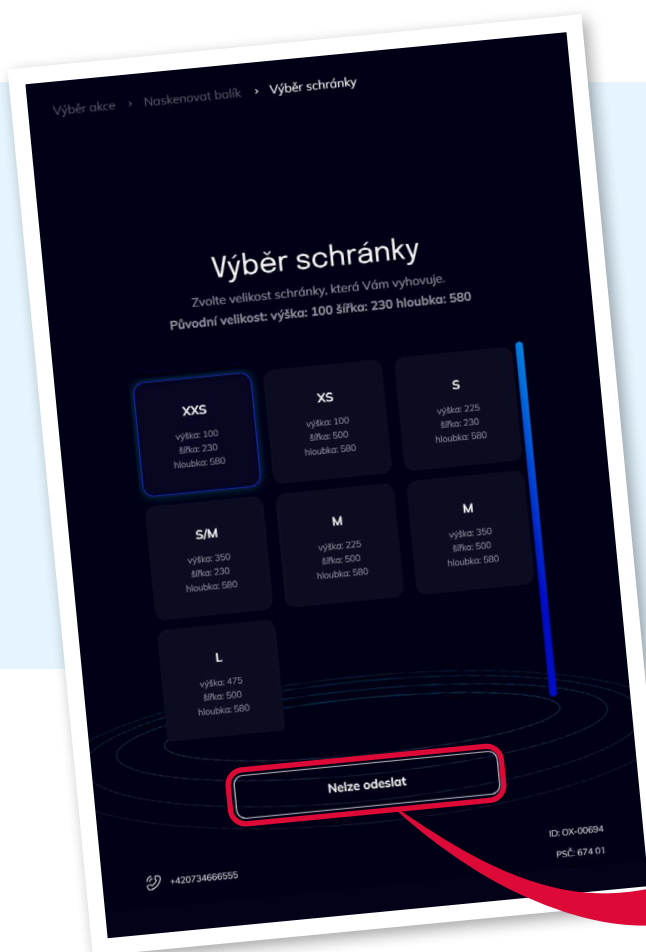


# WHAT TO DO, if....?

YOU NEED  
A BIGGER  
LOCKER

If your parcel **doesn't fit in the open locker**, select **CHOOSE ANOTHER LOCKER** on the OX Point screen and close the original one.

**Choose a locker based on the size of your parcel and follow the instructions on the screen.**



## NO LOCKER SIZE FITS YOUR PARCEL

Is there no available locker size that fits your parcel? In this case, select **CANNOT SEND**. The sending will be cancelled and a confirmation will appear on the screen. You will then be able to **send the parcel from another Balíkovna location or box**.

